



Division of Student Life  
Student Wellness

## Student Job Description

Position Title: Health Promotion Assistant  
Location: 4189 Westlawn South, Iowa City, IA 52242  
Supervisor: Trisha Welter  
Rate of Pay: \$12.50/hour  
Last Revision: March 2025

### **WHAT YOU WILL LEARN**

You can expect to learn skills such as time management, conflict resolution, balancing priorities, attention to detail, interpersonal communication, customer service experience, working with people from different backgrounds, and working as part of a team. Although your job with Student Wellness may not be directly related to your future profession, the skills you learn here will help you in your chosen career path and give you valuable work experience to strengthen your resume.

### **BASIC FUNCTION**

Perform various tasks including health promotion planning and organizational tasks, educational tabling and flyering on campus, maintaining program records and files, completing clerical tasks as assigned and assisting with various health promotion events.

### **JOB RESPONSIBILITIES**

- Promotes wellness behaviors and Student Wellness programs at educational tabling events on campus.
- Maintains alcohol and drug assistance program records and files.
- Completes health promotion planning and organizational tasks including creating health promotion displays and handouts.
- Completes data entry and analysis.
- Maintains inventory of supplies.
- Performs other clerical tasks as assigned.
- Assists with health promotion events.
- Performs other duties as assigned by supervisor.

### **QUALIFICATIONS**

- Knowledge of office routines and functions.
- Experience in operating office equipment.
- Proficiency in computer software applications including Word and Excel.
- Ability to communicate effectively with staff, students, and the public.
- Ability to follow oral and written instructions accurately.
- Dependable.
- Interest in health promotion, higher education and student affairs or public health.

### **WORK HOURS**

- Start date is flexible based on schedule, but would ideally occur between April to August 2025.
- 8-20 hours per week. Flexible schedule, but routine hours will need to be between 8am-5pm Monday-Friday. May occasionally work evening hours depending on programming needs.

**LOCATION**

- Student Wellness – Westlawn

**TO APPLY**

- Submit materials on [Handshake](#)  
OR
- Email resume & cover letter to [trisha-welter@uiowa.edu](mailto:trisha-welter@uiowa.edu)